

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 0-12				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period   11/30/2010   To   07/31/2011 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   12/03/2010   To   07/31/2011				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2011										
This Action:						1,800				
Total:						1,800				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   Marissa Lynch  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2761 FAX Number:				
Project Officer Name   Nancy Muzzy  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name   Cathy Basu  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:				

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT**

**Contract No. \_EP-C-10-060**

**Work Assignment: 0-12**

**WAM: Marissa Lynch**

**Threats Analysis, Prevention, and Preparedness Branch**

**Water Security Division/Office of Water**

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**Alt. WAM: Curt Baranowski**

**Threats Analysis, Prevention, and Preparedness Branch**

**Water Security Division/Office of Water**

**Phone: (202) 564-0636**

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**E-mail: baranowski.curt@epa.gov**

**LOE: 1800 hrs**

**Period of Performance: December 1, 2010 to July 31, 2011**

**Title: Decontamination Strategy**

**PWS Sections: 2.4, 2.9, 2.13, 2.17, 3.1.13, 3.1.14**

**I. PURPOSE:**

The purpose of this work assignment is to assist the EPA Office of Water, Water Security Division (WSD) implement a strategy in the area of decontamination that addresses requirements under HSPD-10, and additional issues and needs identified by its partners and stakeholders. Under HSPD-10, EPA is charged with developing strategies, guidelines, and plans for decontamination. To achieve this purpose, the contractor shall assist WSD with implementing key portions of that strategy.

The intended audience for this project is WSD's customers, partners, and stakeholders. This includes drinking water and wastewater utilities, other EPA programs and offices such as Office

of Solid Waste and Emergency Response's (OSWER) National Decontamination Team (NDT), Environmental Response Team (ERT), and On-Scene Coordinators (OSCs). Additional partners include the National Homeland Security Research Center (NHSRC), Office of Homeland Security (OHS), and Office of Prevention, Pesticides, and Toxic Substances (OPPTS), Critical Infrastructure Partnership (CIP) partners (such as other Federal agencies, Regions, states, and local governments), and trade associations (such as AWWA and WEF).

This work assignment supports the mission of the WSD as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2006 to 2011* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

This work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

## **II. BACKGROUND:**

Drinking water and wastewater systems can face major challenges when confronting a contamination incident—whether accidental or intentional, natural or man-made. The challenges include not only isolating and treating contaminated water, but also decontaminating the storage, treatment, and distribution infrastructure during recovery and return to service.

To address water sector decontamination issues and challenges, EPA's Water Security Division worked closely with its partners and stakeholders in 2007 to identify the sector's needs and challenges for information, tools, and resources enabling the timely recovery and "return to service" of utility operations from "all hazards" contamination incidents. In October 2008, EPA and its partners prepared a strategy report, "CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities." The strategy provided recommendations on the priority issues and concerns as they relate to decontamination for the water sector.

EPA began to implement one of the recommendations (Issue 1, Recommendation 2) from the strategy in 2009. This recommendation addressed the development of a Water Sector Disposal Support Guide that focused on the containment and disposal of large amounts of water and associated solid waste from a chemical, biological and radiological (CBR) contaminant event. The guide, which is under development focuses on 69 contaminants of concern to the Water Sector. These contaminants are categorized in the chemical, biological, biotoxin or radiological classes. In addition to the Support Guide, EPA began to develop outreach and training specific to decontamination for drinking water and wastewater as recommended in the strategy.

Under this work assignment, the contractor will complete and finalize the Water Sector Disposal Support Guide that focuses on the containment and disposal of large amounts of water. Also, the contractor will develop decision-making frameworks/flowcharts as described in the strategic plan. These frameworks/flowcharts will guide the utilities and responders in making decisions concerning decontamination activities; and illustrate progression of utility and responding/coordinating agency roles and responsibilities during decontamination, treatment and recovery phases of a response. In addition, the contractor will leverage the development of the frameworks/flowcharts to build upon the training specific to drinking water utilities that was initiated in 2010, and develop the outreach and training specific to decontamination of wastewater utilities.

### **III. QA REQUIREMENTS:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the contract level Quality Management Plan (QMP).

### **IV. DETAILED TASK DESCRIPTION:**

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of Contract Clause H.21. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

Under Work Assignment 0-12, the contractor shall perform the following tasks:

#### **Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which the staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QA supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

**Deliverables:** Work plan and monthly progress and financial reports.

### **Task 1: Containment and Disposal of Large Amounts of Water: A Support Guide for Water Utilities (Issue 1, Recommendation 2 (1-2) of the Decon Strategic Plan)**

The contractor shall complete and finalize development of the Disposal Support Guide that provides a decision-making framework for disposing of large amounts of decontaminated water and associated solids from a Chemical, Biological and Radiological (CBR) contamination event. This is a continuation of work that was coordinated under contract EP-C-05-045. The guide can be used as a reference for utilities to determine the effectiveness and efficiency of their response and recovery from a CBR event.

#### **Deliverables:**

- Internal Review Draft Guide- incorporation of comments from the internal review
- Revised Internal Review Draft Guide within 2 weeks of EPA's WAM comments & preparation of External Review Draft
- External Review Draft Guide- incorporation of comments from the external review
- Revised External Review Draft Guide within 2 weeks of EPA's WAM comments
- Final Guide within 2 weeks of EPA's WAM comments

### **Task 2: Decision- Making Frameworks (Issue 4, Recommendation 1; and Issue 11, Recommendation 1 of the Decon Strategic Plan)**

A detailed strategy for Water Sector decontamination activities was developed and documented in an October 2008 report titled "CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities." This report includes 35 recommendations and a proposed strategic plan to implement those recommendations. These recommendations are categorized as short-term, mid-term or long-term

activities. The two following activities were identified as short-term activities in the report. Work conducted under Task 2 will entail the development of decision-making frameworks.

Priority Issue 4, “Decision-Making Frameworks for Decontamination”. Recommendation 1 in the report is to develop a decision-making framework for the decontamination of CBR agents in water systems specifically to be used by utilities, responders, and other decision makers.

Priority Issue 11, “Clarifying Roles and Responsibilities for Decontamination and Treatment”. Recommendation 1 in the report is to develop a flowchart to show progression of roles and decision-making authority to be used by the utilities and responding/coordinating agencies during decontamination, treatment, and recovery.

The 2009 draft “DHS/ EPA Planning Guidance for Recovery Following Biological Incidents” (Planning Guidance) will be used as the foundation for development of the framework/flowcharts for Issue 4, Recommendation 1, and Issue 11, Recommendation 1. The Planning Guidance describes a general risk management framework for government and non-government decision-makers, at all levels, in planning and executing activities required for response and recovery from a biological incident in a domestic, civilian setting. It emphasizes the remediation/cleanup and restoration phases of a response including decontamination. In addition to the Planning Guidance, the contractor will leverage the Water Security Initiative (WSI) Consequence Management Plan (CMP). The CMP provides guidance to utilities and partner agencies through the processes of validating, responding to, and recovering from a contamination incident in the drinking water distribution system. In March 2009, the WSI team conducted a workshop on the Remediation and Recovery Decision Tree. This workshop focused on the roles and responsibilities during various remediation and recovery phases of the decision tree. Information from this workshop can be leveraged to develop the necessary decision processes for Issue 11, Recommendation 1 in concert with the decision frameworks for Issue 4, Recommendation 1. Other documents such as [WSD’s (Draft) Disposal Guidance, EPA/DHS’s Airport Cleanup Guidance] can be leveraged for additional information. In addition, the contractor will include on-going efforts from the National Institute for Hometown Security on Best Practices for Response and Recovery Operations in contaminated systems as directed by the EPA WAM. The contractor will review and assess all materials and develop a white paper that outlines the considerations for the two recommendations provided above.

EPA will solicit subject matter experts (SMEs) in the water sector and response community to support the development of the decision-making frameworks and the flowcharts of the roles and responsibilities. Utilization of SMEs will be conducted through face-to-face meetings or conference calls. The contractor will support EPA WSD for any meetings or calls with the SMEs, and will provide products such as meeting minutes, strawman for the frameworks/flowcharts, and drafts frameworks/flowcharts. The contractor will also develop and finalize the frameworks/flowcharts.

#### **Deliverables:**

White Paper within 3 weeks of technical directive

- Revise White Paper within 2 weeks of EPA’s WAM comments

#### Subject Matter Experts (SME) White Paper Review

- Collect SME's feedback and revise White Paper within 2 weeks of SME's feedback
- Finalize White Paper within 2 weeks of EPA's WAM review

Develop Strawman Frameworks/Flowcharts within 1 months of technical directive

#### Subject Matter Expert Review

- Collect SME's feedback and revise Strawman Frameworks/Flowcharts within 3 weeks of SME's feedback
- Finalize Strawman Frameworks/Flowcharts within 3 weeks of EPA's WAM review

Develop Draft Frameworks/Flowcharts within 2 months of technical directive

Revised Frameworks/Flowcharts within 14 days of EPA's WAM comments

Final Frameworks/Flowcharts within 3 weeks receipt of EPA input on Revised Frameworks/Flowcharts.

### **Task 3: Decontamination Training**

The contractor shall complete and finalize the training materials for drinking water treatment systems. This is a continuation of work that was coordinated under contract EP-C-05-045. The contractor shall leverage information from the decision-making frameworks/flowcharts in Task 2 to build upon the drinking water utility training materials that were initiated in 2010. In addition, the contractor shall also develop the training materials for wastewater treatment systems. The contractor should leverage the drinking water training materials as a base for developing the modules related to wastewater utilities.

EPA will engage internal stakeholders to solicit feedback on the content of the drinking water and wastewater training modules. For internal review, a hardcopy of the modules content will be provided for feedback. The contractor shall revise the training materials based on feedback from the internal stakeholders. For external review, the contractor shall deliver one web-based pilot training for drinking water and one web-based pilot training for wastewater treatment systems as directed by EPA WAM. The contractor shall revise the training materials based on feedback obtained from the pilots.

Pending completion of the training modules, the contractor shall finalize the web-based training for drinking water and wastewater treatment systems respectively. The web-based trainings should be easily adaptable for a face-to-face training as directed by the EPA WAM.

The contractor shall also develop summary decontamination training modules for both drinking water and wastewater treatment systems. The summary module shall be formatted to allow its inclusion in other related Water Security Division trainings (e.g. WARN, RPTB, etc...) as appropriate.

### **Deliverables:**

- Draft Drinking Water Treatment Modules –continue with preparation
- Develop Wastewater Treatment Modules, as specified in a technical directive
  - Draft Wastewater Modules within 3 months of technical directive
  - Revised Wastewater Modules within 3 weeks of EPA’s WAM comments
- Internal Stakeholders Review as specified in a technical directive
  - Deliver Draft Drinking Water & Wastewater Treatment Modules, as specified in a technical directive
  - Revised Drinking Water & Wastewater Treatment Modules within 3 weeks of EPA’s WAM comments
  - Finalize Drinking Water & Wastewater Treatment Modules within 3 weeks of EPA’s WAM review
- External Stakeholders Review- Web-based Pilots
  - Deliver Web-based training pilots as specified in a technical directive
  - Revise Web-based training within 2 weeks of EPA’s WAM comments
  - Finalize web-based training within 2 weeks of EPA WAM review
- Deliver web-based training, as specified in a technical directive
- Deliver face-to-face training, as specified in a technical directive
- Summary Modules, as specified in a technical directive
  - Draft Modules within 2 weeks of technical directive
  - Revised Modules within 2 weeks of EPA’s WAM comments
  - Final Modules within 2 weeks of EPA review of Revised Modules

#### **Task 4: Support for Decontamination Briefings and Outreach**

In accordance with written technical direction from the EPA WAM, the contractor shall provide technical support for additional meetings, briefings, and outreach efforts on topics related to decontamination. Support may include preparation of briefing notes, slides, presentations, or other actions identified through technical direction. For estimating purposes, the contractor shall assume providing support for 5 additional briefings and 5 additional outreach efforts.

Deliverables (examples): Journal Articles, Briefing Slides

### **V. SCHEDULE/DELIVERABLES**

<b>Schedule</b>	<b>Deliverables</b>
<b>Task 1: Water Sector Disposal Decision Support Guide</b>	Internal Review Draft Guide- incorporation of comments from the internal review
	Revised Internal Review Draft Guide within 2 weeks of EPA’s WAM comments & preparation of External Review Draft



	External Review Draft Guide- incorporation of comments from the external review
	Revised External Review Draft Guide within 2 weeks of EPA's WAM comments
	Final Guide within 2 weeks of EPA's WAM comments
<b>Task 2: Decision-Making Frameworks</b>	White Paper within 3 weeks of technical directive
	<ul style="list-style-type: none"> <li>Revise White Paper within 2 weeks of EPA's WAM comments</li> </ul>
	SME Review
	<ul style="list-style-type: none"> <li>Collect SME's feedback and revise White Paper within 2 weeks of SME's feedback</li> </ul>
	<ul style="list-style-type: none"> <li>Final White Paper within 2 weeks of EPA's WAM Review</li> </ul>
	Strawman Frameworks/Flowcharts within 1 months of technical directive
	SME Review
	<ul style="list-style-type: none"> <li>Collect SME's feedback and revise Strawman Framework/ Flowcharts within 3 weeks of SME's feedback</li> </ul>
	<ul style="list-style-type: none"> <li>Final Strawman Framework/ Flowcharts within 3 weeks of EPA's WAM Review</li> </ul>
	Draft Frameworks/Flowcharts within 2 months of technical directive
	Revise Frameworks/Flowcharts within 14 days of EPA's WAM comments
	Final Frameworks/Flowcharts within 3 weeks of Revised Guide
<b>Task 3: Decontamination Training</b>	Continue with preparation of Draft Drinking Water Modules
	Develop Wastewater Modules, as specified in a technical directive
	<ul style="list-style-type: none"> <li>Draft Modules within 3 months of technical directive</li> </ul>
	<ul style="list-style-type: none"> <li>Revised Modules within 3 weeks of EPA's WAM comments</li> </ul>
	<ul style="list-style-type: none"> <li>Final Modules within 1 month of Revised Modules</li> </ul>
	Internal Stakeholders review, as specified in technical directive
	<ul style="list-style-type: none"> <li>Deliver Draft Drinking Water &amp;</li> </ul>

	Wastewater Treatment Modules , as specified by technical directive
	<ul style="list-style-type: none"> <li>Revised Drinking Water&amp; Wastewater Modules within 3 weeks of EPA's WAM comments</li> </ul>
	<ul style="list-style-type: none"> <li>Final Drinking Water &amp;Wastewater Modules with 3 weeks of EPA's WAM review</li> </ul>
	External Stakeholders review- Web-Based Pilots
	<ul style="list-style-type: none"> <li>Deliver Web-based training pilots as specified in a technical directive</li> </ul>
	<ul style="list-style-type: none"> <li>Revise Web-based training within 2 weeks of EPA's WAM comments</li> </ul>
	<ul style="list-style-type: none"> <li>Finalize web-based training within 2 weeks of EPA's WAM review</li> </ul>
	Deliver web-based training, as specified in a technical directive
	Deliver face-to-face training, as specified in a technical directive
	Develop Summary Modules, as specified in a technical directive
	<ul style="list-style-type: none"> <li>Draft Modules within 2 weeks of technical directive</li> </ul>
	<ul style="list-style-type: none"> <li>Revised Modules within 2 weeks of EPA's WAM comments</li> </ul>
	<ul style="list-style-type: none"> <li>Final Modules within 2 weeks of Revised Modules</li> </ul>
<b>Task 4: Support for Decontamination Briefings and Outreach</b>	<ul style="list-style-type: none"> <li>Briefing support – As specified in technical directive from EPA's WAM</li> </ul>
	<ul style="list-style-type: none"> <li>Outreach support – As specified in technical directive from EPA's WAM</li> </ul>

## VI. REPORTING REQUIREMENTS

(1) In the monthly progress report, the contractor shall report the cumulative amount expended to date (LOE and dollars). In addition, the contractor shall report, per individual task area, LOE and dollars expended during the reporting period. The contractor shall provide one copy of the report to the WAM and all technical points of contact.

(2) The contractor shall notify the WAM and Contracting Officer when 75% of the labor hours have been expended.

(3) All travel must be authorized, in writing, by the Project Officer.

(4) The WAM or TM will provide exact travel dates, location, number of travelers, etc. via written technical direction prior to each trip.

The contractor's personnel shall always identify themselves as a contractor whenever their EPA work brings them in contact with the public.

## **VII. GREEN MEETINGS AND CONFERENCES**

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

### ***QUALITY ASSURANCE SURVEILLANCE PLAN for the Water Security Division's Technical, Analytical, and Regulatory Mission Support Performance Work Statement***

#### **Quality Assurance Surveillance Plan**

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives

<p><b>Management and Communications:</b> The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p><b>Unsatisfactory</b> rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.</p>
<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p><b>Unsatisfactory</b> rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p><b>Cost Management and Control:</b> The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p><b>Unsatisfactory</b> rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<p><b>Technical Effort:</b> The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p><b>Unsatisfactory</b> rating under the category of <b>QUALITY OF PRODUCT OR SERVICE</b> in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p><b>Socio-Economic Utilization:</b> The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an <b>Unsatisfactory</b> rating under the category of <b>BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS</b> in the NIH Performance Evaluation System.</p>



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Comments: The purpose of this amendment is to correct the Line Item numbering in EAS to show: 0001 - Funding for Base Period 0001N/A - Labor Hours										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,800						
11/30/2010 To 07/31/2011										
This Action:				0						
Total:				1,800						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Marissa Lynch							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number   202-564-2761			
							FAX Number:			
Project Officer Name   Nancy Muzzy							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Cathy Basu							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2042			
							FAX Number:			